DEPARTMENT OF ENERGY PAYROLL CALENDAR

PAY PERIOD	LEAVE PERIOD	CALC DATE	DATES COVERED	PAY DATE	DEFAULT LABOR RUN[1]	CERTIFYING OFFICIAL SIGN OFF[2]	2003 HOLIDAY	LATE SUBMISSION AND/OR CORRECTIONS FOR CURRENT PAY PERIOD[3]
16[4]	14	07/31	July 13-Jul 26	Aug 7	July 28 (4 PM EST)	July 29 (4 PM EST)		July 30 (4 PM EST)
17[5]	15	08/14	Jul 27-Aug 09	Aug 21	Aug 11 (4 PM EST)	Aug 12 (4 PM EST)		Aug 13 (4 PM EST)
18[6]	16	08/28	Aug 10-Aug 23	Sep 04	Aug 25 (4 PM EST)	Aug 26 (4 PM EST)		August 27 (4 PM EST)
19[7]	17	09/11	Aug 24-Sep 06	Sep 18	Sep 8 (4 PM EST)	Sep 9 (4 PM EST)	09/01	Sep 10 (4 PM EST)
20[8]	18	09/25	Sep 07-Sep 20	Oct 02	Sep 22 (4 PM EST)	Sep 23 (4 PM EST)		Sep 24 (4 PM EST)
21	19	10/09	Sep 21-Oct 04	Oct 16	Oct 6 (4 PM EST)	Oct 7 (4 PM EST)		Oct 8 (4 PM EST)
22	20	10/23	Oct 05-Oct 18	Oct 30	Oct 20 (4 PM EST)	Oct 21 (4 PM EST)	10/13	Oct 22 (4 PM EST)
23	21	11/06	Oct 19-Nov 01	Nov 13	Nov 3 (4 PM EST)	Nov 4 (4 PM EST)		Nov 5 (4 PM EST)
24	22	11/20	Nov 02-Nov 15	Nov 26	Nov 17 (4 PM EST)	Nov 18 (4 PM EST)	11/11	Nov 19 (4 PM EST)
25	23	12/04	Nov 16-Nov 29	Dec 11	Dec 1 (4 PM EST)	Dec 2 (4 PM EST)	11/27	Dec 3 (4 PM EST)
26	24	12/18	Nov 30-Dec 13	Dec 24	Dec 15 (4 PM EST)	Dec 16 (4 PM EST)		Dec 17 (4 PM EST)
04/01	25	12/31	Dec 14-Dec 27	Jan 08	Dec 29 (4 PM EST)	Dec 30 (4 PM EST)	12/25	Dec 31 (4 PM EST)
04/02*	26	01/15	Dec 28-Jan 10	Jan 22	Jan 12 (4 PM EST)	Jan 13 (4 PM EST)	01/01/04	Jan 14 (4 PM EST)

*END OF 2003 LEAVE YEAR

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[1] All exceptions, i.e., annual leave, compensatory time earned, etc., must be entered by the time default labor is scheduled for processing. This process populates the rest of the regular tour of duty. The Capital Accounting Center runs default labor for all DOE organizations with the exception of Richland, Idaho, Oak Ridge, Savannah River, Nevada, SWPA, and WAPA. These organizations run default labor themselves and may have a different schedule. ATAAPS is unavailable when default labor is being processed.

[2] Certification cannot occur until after default labor is processed unless the timekeeper populates the labor record with the entire tour of duty, which includes exceptions and regular hours. For all organizations except those listed in footnote 1 (that may have a different schedule) certifiers can begin the certification process first thing on Tuesday morning. Certification must be complete by 4:00 PM EST on Tuesday. ATAAPS is unavailable starting at 4:00 PM EST on Tuesday so the payroll file can be transmitted.

[3] Organizations should strive to reduce late submissions of T&A for the current pay period. However, T&A may be certified on Wednesday (organizations should make every effort to keep to the Tuesday schedule). In addition, if a correction is needed for a T&A record that was certified on Tuesday, it can be corrected and certified again for the current pay period, avoiding the need for a supplemental. See instructions for late submissions/corrections.

[4] DOE-wide parallel test.

[5] WAPA only parallel test.

[6] DOE-wide parallel test.

[7] No parallel test planned. Process T&A through current DOE T&A systems only.

[8] Migration to DFAS. Live T&A processing in ATAAPS only.